

CLASS TITLE:**COOK**

Class Code: 02141200

Pay Grade: 12A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: On an assigned shift, to be responsible for planning and supervising the preparation and cooking of all food and the preparation and making of beverages in a kitchen providing meals daily to less than 100 persons; or to serve as an assistant to a cook of higher rank in a larger kitchen; and to do related work as required.

SUPERVISION RECEIVED: When serving as the cook in charge of a small kitchen, works under the administrative supervision of a superior; or, works under the general supervision of a cook of higher rank when working in a larger kitchen.

SUPERVISION EXERCISED: As required, plans, supervises and reviews the work of cook's helpers or others engaged in food preparation and cooking activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

On an assigned shift, to be responsible for planning and supervising the preparation and cooking of all food and the preparation and making of beverages in a kitchen providing meals daily to less than 100 persons.

To estimate food needs in advance and to requisition kinds and amount of food necessary to comply with menu requirements.

To supervise the receipt, storage, care and distribution of food supplies.

To be responsible for the preparation of meals, adhering to approved standardized recipes and predetermined time schedule.

To instruct and train subordinates in the proper preparation and cooking of food.

To be responsible for maintaining the kitchen, storage rooms and related areas in a clean condition and free from pests and rodents.

To serve as an assistant to a cook of higher rank in a larger kitchen by preparing and cooking foods as directed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of food and beverage preparation; a familiarity with kitchen management; skill in the various branches of cookery involved in the preparation of meats, fish, vegetables, soups, salads, beverages and desserts in large quantities; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment as a cook at the journeyman level engaged in the preparation of foods of all kinds in large quantities in a hospital, hotel or restaurant.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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